One Province, Countless Stories

SASKATCHEWAN ARCHIVES BOARD

2008 - 2009 Annual Report

Role of the Saskatchewan Archives

The Saskatchewan Archives plays an important role in preserving the cultural resources of the province. It acquires and preserves records essential not just for self-knowledge, but also for the protection of our rights, individually and collectively. To maximize accountability and efficiency, the Saskatchewan Archives also provides information and records management for the Government of Saskatchewan. Through acquisition, preservation and provision of access to official records, the Saskatchewan Archives enables the Government of Saskatchewan to fulfill its public trust.

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Letters of Transmittal

The Honourable Dr. Gordon Barnhart
Lieutenant Governor of Saskatchewan

Your Honour:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period April 1, 2008 to March 31, 2009.

Respectfully submitted

Honourable Dustin Duncan
Minister Responsible for the
Saskatchewan Archives Board

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Sir:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period April 1, 2008 to March 31, 2009.

Respectfully submitted

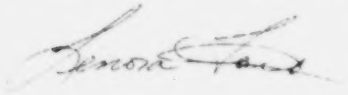
Trevor Powell
Chair
Saskatchewan Archives Board

A Letter from the Provincial Archivist

I am pleased to present the Saskatchewan Archives Board Annual Report for the April 1, 2008 to March 31, 2009 year.

This year was one of both challenges and successes for the Saskatchewan Archives. A significant reorganization in 2007 facilitated a number of new initiatives in the 2008-2009 fiscal year. Included in these initiatives was the establishment of a new operational unit, the Digital Records Program, as well as the development of new policies and revised procedures for the processing and description of all holdings, and for the provision of timely responses to requests for access. Additional resources and energy were also dedicated to outreach initiatives designed to promote the Saskatchewan Archives and archives in general.

It is expected that the momentum created this past fiscal year will lead the Saskatchewan Archives into a new era focused on carrying out our mandate in the digital age and continuing to provide an exemplary level of service to our clients both public and private.



Lenora Toth
Acting Provincial Archivist

Vision, Mission and Constitutive Values

Vision

The vision of the Saskatchewan Archives is to facilitate for government and society in general, the identification, public access and preservation of Saskatchewan's documentary heritage. This vision is rooted in a far-reaching community approach that advances shared responsibility, co-operation and equitable access. The Saskatchewan Archives recognizes that individual and collective rights, as well as cultural identity are supported through an informed dialogue with the past.

The Saskatchewan Archives envisions a future in which:

- All Saskatchewan government records are managed, in their active life, in accordance with the provisions of *The Archives Act, 2004* and other relevant legislation;
- All historically significant records pertaining to the Province of Saskatchewan, including those of its government, its institutions, its organizations, and its people, are collected, managed, preserved and made available to all interested individuals and organizations;
- The collective identity of Saskatchewan's people, including First Nations and the many different ethno-cultural groups who have chosen Saskatchewan as their home, is reflected in Saskatchewan Archives' acquisition and preservation of records that reflect public and associational life as well as artistic and cultural activities.

Mission

The Saskatchewan Archives serves as a flagship of the archival network in the province, diligently working with its partners to preserve the collective memory of the Province.

The mandate of the Saskatchewan Archives is to select, acquire, preserve, arrange and describe, make accessible and to encourage the use of documentary records in all media, from official and private sources, bearing on all aspects of the history of Saskatchewan, and to facilitate the management of the records of government institutions.

Archives, as institutions, reflect times past, examine the present and look to the future. Therefore, the mission of the Saskatchewan Archives is to:

- Ensure that the essential public records of Saskatchewan are preserved;
- Ensure continuing access to essential evidence that documents the rights of Saskatchewan people, the actions of government officials and elected representatives, and the Saskatchewan experience;
- Preserve the public and private records that reflect the diversity of Saskatchewan's past;
- Be the central agency responsible for government records management, providing government with an effective and accountable management system responsive to the necessity for timely identification and disposition of records;
- Facilitate research and reference services to individuals and organizations, maximizing availability to sources through archival finding aids, consultations and guidance;
- Provide a leadership role in advising the provincial archival community in records management and preservation;
- Work in tandem with provincial and national cultural, heritage and information management communities in the exchange of knowledge through professional and ethical approaches to our task;
- Conserve records in the most appropriate format for the retention of and access to the information contained therein.

Vision, Mission and Constitutive Values

Constitutive Values

The rights and responsibilities of a democratic society empower us to carry out our archival mission.

In carrying out our archival mission, we are guided by the following values:

- The responsibility we are given to serve the people and the Government of Saskatchewan and we dedicate our efforts to ensure that a knowledge of the province's past is preserved;
- The effective management of government records, and the contribution we make to that system;
- The historical records entrusted to our care;
- Our relationship with the university community and its use of the record to contribute toward a better understanding of society and its efforts;
- The contribution of individuals, local history and heritage organizations in their efforts to document the past;
- The benefits of decentralized archival facilities to ensure that people from all parts of the province have access to our collections and services;
- The dedicated staff and their contributions to the development and delivery of archival services; and
- The Saskatchewan Archives must be accessible to all citizens for the public good.

R-B9373

About 70,000 Saskatchewan residents served during the Second World War. The soldiers pictured here are parading through Weyburn after returning home.

Our collection includes a variety of records related to the province's involvement in military action throughout its history.

A Brief History of the Saskatchewan Archives

It was largely due to the efforts of Dr. Arthur Silver Morton, along with the support of the Canadian Historical Association, and the University of Saskatchewan's offer to provide space, that the proposal to establish and appoint an archivist was favorably met by a cash-strapped provincial government in 1937. Accordingly, a Historical Public Record Office was established that year with Morton appointed as Keeper of the Public Record.

By the mid-1940s it was understood that a more formal and stable funding arrangement had to be established for the archives. Morton's call for legislation and secure financial support was met with approval from the newly-elected CCF government. The original Archives Act from 1945 created an arms-length board, representative of established stakeholders already engaged in documenting Saskatchewan's archival heritage. Whereas the acquisitions of the Historical Public Record Office had been limited to public records, the mandate of the new Saskatchewan Archives Board was broadened to include all forms of records from both public and private sources. It allowed provincial archivists to examine all public and private records and to appraise and select those records of historical value for preservation in the archives. It established a system of accountability for information created and maintained by government, mandating that all public records be scheduled, and all records schedules be approved by committees comprised of acknowledged officials and elected representatives. For several decades, Saskatchewan's archival legislation stood the test of time and occasionally served as a model for other jurisdictions.

The Saskatchewan Archives actively documents all facets of provincial life. Most people or groups record their activities, whether in the form of letters, e-mail, diaries, minutes, financial records, photographs, moving images, maps and architectural drawings, memoirs, spoken traditions, or sound recordings. The oral accounts of aboriginal elders, the written records kept by settlers, the varied yet precarious physical formats of the early 21st century office and home, all such records when gathered together provide an immediate and unique source of information of Saskatchewan's people. This wide-ranging mandate has allowed the Saskatchewan Archives to accrue what is recognized as one of the most comprehensive provincial archival collections in Canada.

Over the years the Saskatchewan Archives has gained a reputation for reaching out to the community it serves. It has participated in marking major milestones such as the 50th, 60th, 75th and 100th provincial anniversaries as well as the North-West Centennial. In conjunction with individuals and groups, the Saskatchewan Archives has taken the initiative to document the oral tradition of the First Nations and Métis people, the settlement era of the province and the multicultural nature of our provincial society. More recently, the Saskatchewan Archives has been using digital technology to allow its holdings to be brought to a wider audience through means of digitized records and utilizing the Internet.

With the passage of various acts pertaining to the access of information and protection of privacy, the Saskatchewan Archives has been asked to play an increasingly larger role in the management of information from both public and non-government sources. New legislation, *The Archives Act, 2004*, allows the Saskatchewan Archives to carry out this expanded role and updates the legislative framework under which it had been operating without major change since 1945. As Saskatchewan enters a new century, the Saskatchewan Archives is better positioned to be able to meet the needs of a modern government, and the people it serves.

Structure and Reporting Relationships

Unlike most other provincial archives across Canada, Saskatchewan's provincial archives is situated at arms-length from government, allowing it to exercise independent initiative, judgment and service in carrying out its mandate.

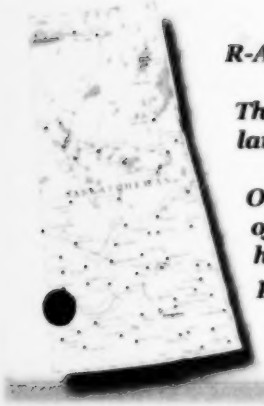
The Archives Act, 2004 requires a board to oversee the activities of the Saskatchewan Archives. The Board is responsible for:

- Appointing, reviewing and working with the Provincial Archivist;
- Ratifying specific management decisions;
- Preserving the autonomy and integrity of the institution and its records; and
- Representing the institution to government and the wider community.

The legislation provides for two representatives from the public service, one representative from the University of Saskatchewan and one from the University of Regina, and up to five representatives of the community at large. The Provincial Archivist serves as Secretary of the Board.

Being a corporate entity, the Board reports directly to a Minister (currently the Minister of Tourism, Parks, Culture and Sport). To conduct its operations, the Saskatchewan Archives receives an annual grant voted under the Ministry of Tourism, Parks, Culture and Sport's Estimates. Office space and storage facilities in Regina are leased through the Ministry of Government Services. The University of Saskatchewan provides office and storage space, without cost, for the Saskatoon operation.

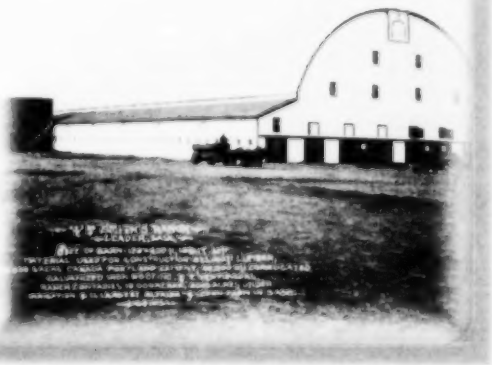
The Saskatchewan Archives is responsible for its own financial management. The University of Saskatchewan provides support in financial functions including payment services, banking, and purchasing on a fee-for-service basis. The Ministry of Finance serves as the Saskatchewan Archives' agent providing payroll services for all staff.



R-A870

This barn near Leader was once the largest in North America.

Our collection includes a wide variety of records related to the agricultural history of the province, including photos, diaries, and much more.



Organization

The Saskatchewan Archives underwent a significant re-organization in early 2007. Previous to this, the organization had been divided into two branches, the Government Records Branch, and the Historical Records Branch. With the reorganization, these two branches were recreated as seven function-based units. Despite some growing pains, an institution-wide survey conducted in late 2007 indicated overall satisfaction with the new organizational structure.

In March 2009, an eighth unit was added, as the Digital Archives Initiative was given permanent status within the organization. It was renamed the Digital Records Program, to reflect its role within both the public and private spheres.

Following an extended leave of absence, the Provincial Archivist Don Herperger retired on December 31, 2008. Lenora Toth is currently Acting Provincial Archivist. She has been an employee of the Saskatchewan Archives since 1991, and has served in a number of progressively more responsible positions including Chief Archivist of the Government Records Branch, and the Director of Archival Programs and Information Management.

The 2008-2009 year saw the appointment of new members to the Saskatchewan Archives Board.

The incoming members of the Board, effective March 17, 2009 are:

- Mr. Trevor Powell, Former Provincial Archivist/Retired (Chair)
- Mr. Rick Mantey, Cabinet Secretary and Clerk of the Executive Council (Vice Chair)
- Mr. Ron Dedman, Deputy Minister, Government Services
- Ms. Carol Hixson, University of Regina Librarian
- Ms. Maureen Miller, Masters of Library and Information Science (MLIS)

The returning members of the Board are:

- Ms. Laura Hanowski, Certified Saskatchewan genealogy researcher and instructor
- Dr. Catherine Littlejohn, Freelance historian, researcher, writer and consultant
- Dr. William Waiser, Professor of History, University of Saskatchewan

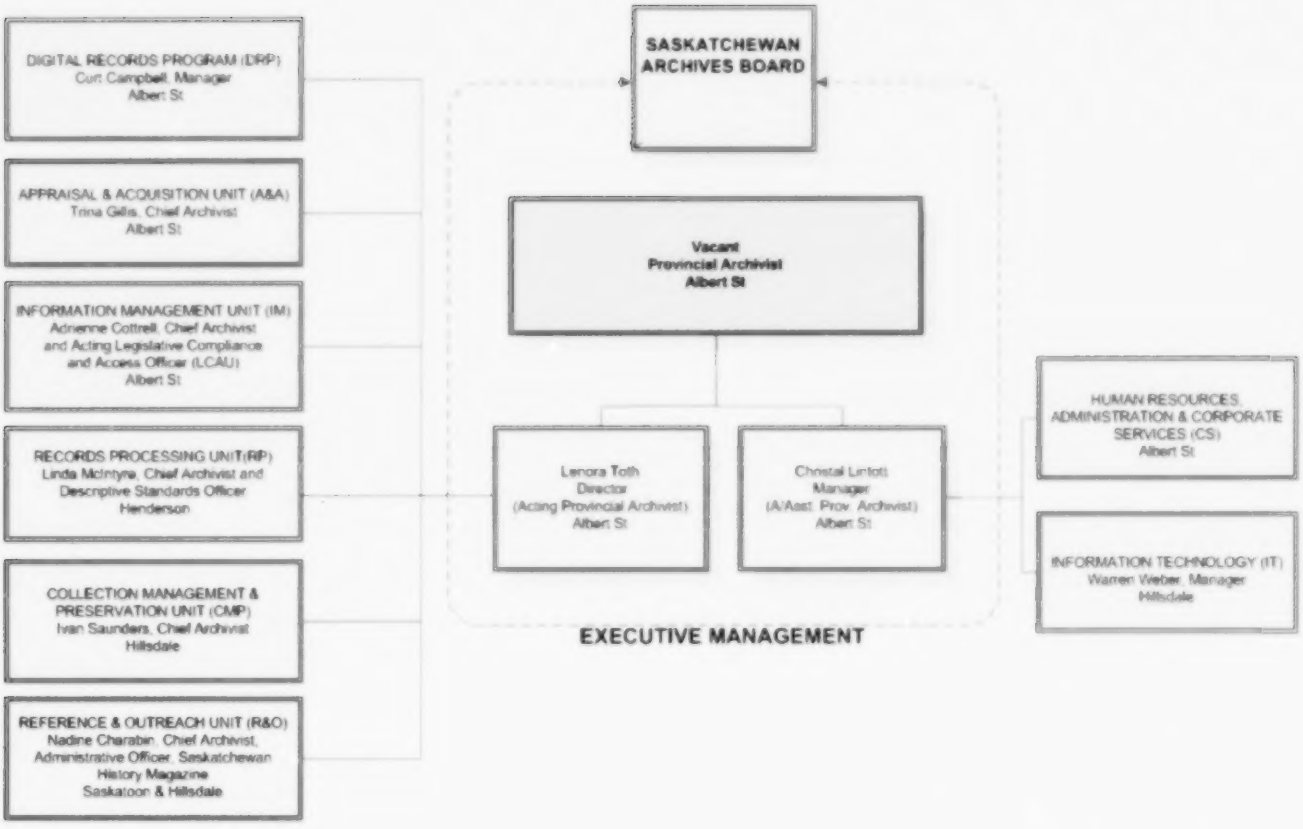
We would like to express our appreciation to the outgoing Board Members for their dedication to the values of the Saskatchewan Archives Board, Ms. Merrilee Rasmussen,Q.C., Dr. Tom Nesmith, Mr. George Hoffman and Mr. Ken Ring.

R-A999

This Anglican Church, located in Stanley Mission, is the oldest building in Saskatchewan. It was completed in 1860

Our holdings contain a variety of church records, which list vital information such as baptisms, marriages, and burials.

Organizational Chart



Information Management Unit

An efficient information management system is vital for government offices. The Saskatchewan Archives plays a prominent role in records management within the provincial government.

The Information Management Unit works closely with government clients in the development and implementation of records management policies, procedures, and best practices. The basic building block of all records management in Saskatchewan is the records schedule.

A records schedule is a tool used to classify records and determine how long they are required to be kept to meet the legal, fiscal, administrative, and operational needs of government. Schedules promote efficiency, accountability, and provide a legal means for the disposal of government information. An up-to-date schedule also ensures compliance with Freedom of Information and Protection of Privacy legislation.

In 2008-2009, Information Management Archivists worked with clients to see the completion and approval of 16 Operational Records Systems (ORS) by the Public Records Committee at meetings in May, July, and January. This is a slight increase from the 13 ORS passed in 2007-2008. Archivists attended nearly 200 meetings with client agencies, and also fielded over 400 inquiries and requests for advice.

In 2008-2009, staff from the Saskatchewan Archives assisted the Saskatchewan Legal Aid Commission in becoming the first government agency to have its records management policies and practices approved and accredited by the Saskatchewan Archives. Being an accredited agency allows Legal Aid to use provisions within *The Archives Act, 2004* to dispose of routine, administrative records without the approval of the Provincial Archivist. The process requires the agency to develop and implement an ORS, use ARMS 2006 to schedule administrative records, and develop and implement policies for the management of e-mail, additional records, filing, and secure destruction. In the coming fiscal year, we anticipate more agencies will become fully accredited.

Priorities for 2009-2010 include the ongoing process of creating and updating ORS within government. The coming year should also see the completion of a Ministerial records schedule, which will allow Ministers of the Crown to classify the public portion of their records in compliance with *The Archives Act, 2004*, and facilitate the Saskatchewan Archives acquisition of historically significant material.

Training will also be a priority for the Information Management Unit in 2009-2010 and beyond. Several hundred government employees were trained in 2006 and 2007, and the archivists within the Unit hope to add to that number in the future. Any records management system requires knowledgeable, informed staff for creation and implementation. Through education and training, the Unit helps to promote responsible records management throughout the provincial government.

Appraisal and Acquisition Unit

The Saskatchewan Archives collection is only as valuable as the records held within it. The Appraisal and Acquisition Unit is responsible for appraising and acquiring all records, public or private, deemed worthy of permanent preservation. Fulfilling this function involves records appraisals, coordinating records transfers, and negotiating and maintaining agreements with donors.

Appraisal Archivists review disposal requests and conduct appraisals on public (government) records that have met their required retention according to a records schedule. Records of historical significance are transferred to the Saskatchewan Archives and the remainder are authorized for physical destruction. This process, conducted in cooperation with the Information Management Unit, allows the Saskatchewan Archives to acquire material vital to the history of the province and provides government institutions with the necessary written authorization to destroy records in compliance with provincial legislation. Appraisal Archivists also appraise and acquire the records of individuals, businesses, organizations, unions, community groups, municipalities, schools, etc. to ensure a full picture of the province through the years.

Storage constraints have limited acquisition activities over the past several years. Over the past 10 years, almost 1,000 metres of record were identified as archival, but due to a lack of space, it has been stored in either the Government Services Records Centre, or the office space of government agencies. However, in 2008-2009, the Saskatchewan Archives secured a noteworthy amount of additional warehouse storage space. This additional space will allow for the eventual transfer of all the outstanding records that have been identified as archival, as well as enable the future transfer of records identified as historically valuable.

Specific goals the Appraisal and Acquisition Unit will work toward for the 2009-2010 fiscal year include development of a strategy for the function-based historical appraisal of records that are included in Operational Records Systems. The advantage of this approach is that records are appraised in their original context with the full knowledge of the mandate or function that led to the creation of the record. The whole of the record of any given ministry/unit/branch can be reviewed before a decision is made. This ensures that the most relevant and historically valuable records are being retained by the Saskatchewan Archives.

As well the Unit will continue work on an Appraisal and Acquisition Policy which will provide a framework within which Appraisal Archivists can work. Such a policy will ensure the Saskatchewan Archives' approach to records collection is comprehensive and consistent.

There was a wide variety of public and private records transferred to the Saskatchewan Archives during the past fiscal year, and they are all a valuable part of the collection.

R-A4557-3

Land was a valuable commodity in Saskatchewan's early days. This photo shows a Dominion lands rush at the Prince Albert Court House around 1909.

The Saskatchewan Archives hold an extensive collection of land related material, including homestead records.

Here is a small sample of what was acquired in 2008-2009:

Provincial Library. A large collection of records spanning the development and operation of library services in Saskatchewan, which covers 1927 to 2002 and includes Board minutes, annual reports, policy documents, grants, traveling library services, the Multi-type Library System, briefing notes, special needs services, computerization, budget, and speeches.

William (Bill) West fonds. This is the only known extant Canadian World War II vinyl record that was created as part of Pepsi Cola's "The Voice of Your Man in Service" program. The record was cut in 1945, just before Mr. West, a resident of Langbank, Saskatchewan, left Winnipeg for service with the Canadian Air Force stationed in England.

David Johnson fonds. David Johnson is a well know stained glass creator and restoration specialist, as well as a painter. This donation, dated 1960 to 2006, is an accrual to his existing collection, and includes business records and mock-ups of his proposed new stained glass work for a large number of buildings throughout Saskatchewan.

Saskatchewan Property Management Corporation (SPMC). Architectural drawings of the original Diocese of Qu'Appelle properties on College Avenue in Regina. Dated 1913 to 1991, the drawings were created by various architectural firms, including Van Egmond and Storey, Portnall, Brown and Vallance, William Kelly and McCudden and Goldie, as well as SPMC.

Hipperson Construction fonds. Founded in 1906, this construction company is one of the oldest, continually operational construction firms in Saskatchewan. The records cover 1905 to 2000 and include minutes and financial records for the firm and several associated businesses, including Regina Sash and Door Company, Hy-Grade, and Qu'Appelle Apartments Ltd. In addition, there are project files, architectural and engineering drawings and photographs.

Imperial Order Daughters of the Empire fonds (IODE). The records cover 1909 to 2008 and include minutes from three Saskatchewan chapters: James Henderson LL.D. (Regina) Chapter; Archie Graham (Aberdeen) Chapter; Battleford (North Battleford) Chapter. Also includes history books on the Battleford chapter, the IODE, royalty, etc.

E.M. Culliton fonds. Correspondence, memoranda, speeches, publications, newspaper clippings, legislation, voter's lists, maps, etc. created, accumulated or used by E.M. Culliton from the time he began serving as MLA for Gravelbourg Constituency in 1935, until approximately 1938. Also included are some records of his law practice in Gravelbourg.

Ministry of Agriculture, Inspection and Regulatory Management Branch. A detailed and comprehensive collection of Saskatchewan registered animal brands (Livestock and Horses) dated 1961-1995. Includes names and land locations of clients registering brands, type of animal to be branded, location of brand on animal, cost of brands and transfer and cancellation of brands.

School District Records. Throughout the year, a selection of records from various School Districts across the province were acquired by the Saskatchewan Archives. These records date from the early 1900's to the 1960's and include minute books, cash books, teachers agreements, daily registers, school inspector reports, financial information, curriculum information, etc.

Genealogical Society of Utah Project

In the interests of encouraging genealogical research, the Genealogical Society of Utah (GSU) seeks out and digitizes a variety of records useful for family research (vital statistics, church records, census records, probate and estate files, etc.). The GSU has undertaken extensive microfilming projects in every Canadian province.

In 2006 the Saskatchewan Archives entered into an agreement with the GSU, allowing them to digitize a portion of the Province's court records in exchange for copies of the digitized records. The project includes the digitization of the civil court records of the Supreme Court of the Northwest Territories (prior to 1905), the Supreme Court of Saskatchewan (1905 to 1907) and the Court of King's Bench (1918 to 1931).

The Supreme Court of the NWT and the Supreme Court of Saskatchewan had jurisdiction over all civil matters. These courts also heard appeals prior to the creation of the Court of Appeal. Records include estate information (probate), foreclosure proceedings, builder's liens actions, personal injury claims, and debt collection. In 1918, the Court of King's Bench replaced the Supreme Court and continued to have jurisdiction over civil matters. This court was also responsible for matters arising from the federal *Divorce Act*. Records include divorce proceedings, child custody and maintenance issues, spousal support and division of matrimonial property.

The GSU provides volunteers to prepare the material for digitization. The records are unfolded, placed in file folders with case numbers, and put into the proper numerical order. Missing cases are identified during this process. This will be invaluable for future retrieval of these records. The Saskatchewan Archives provides work accommodation for the camera operator and volunteers, as well as supplies such as file folders, boxes, etc.

The project began in January 2007, and by March 31, 2009 more than 1.2 million digital images have been created. In addition, the Saskatchewan Archives and the GSU are currently negotiating a new agreement which will see the digitization of approximately 2.6 million records. This project will include the Province's township registries, township plans, homestead records and a map collection.

As soon as resources permit, the digitized records will be made available on the Saskatchewan Archives Board website.

R-B2475-3

After 45 years, Ted Sheard has retired from public service. Born and raised in Rockglen, Ted spent many years with the microfilm unit of the Saskatchewan Archives.

Ted believed the most important aspect of the Saskatchewan Archives was its staff, and the people it served. His institutional knowledge and easy smile will be missed.

Collection Management and Preservation Unit

The Collection Management and Preservation Unit is responsible for the safekeeping of the records held by the Saskatchewan Archives and ensuring that they survive for future generations of researchers. The holdings of the Saskatchewan Archives consist of about 20,000 metres of textual records. There are also roughly 1.5 million photographs, 95,000 architectural drawings, and 22,000 cartographic items. Film, video recordings and audio recordings total another 44,000 items, adding up to over 25,000 hours of material. Each has its own special storage requirements. The Unit monitors environmental variables such as temperature, light and humidity within our facilities, and within budgetary limitations, ensures records are housed according to accepted archival standards.

The mandate of the Unit includes the transfer of Saskatchewan's weekly newspapers to microfilm and the preservation reformatting of records that are at risk or are so degraded that they cannot be used by researchers. The Unit also coordinates disaster response and recovery, and undertakes preservation management policy development and long-term strategic planning, and is responsible for dealing with facilities and security issues that may impact on the records.

The 2008-2009 fiscal year saw the Unit commence several major collection surveys as part of a broad initiative to gather strong statistical data relating to the state of our holdings. The audio tape collection was sampled for Sticky Shed Syndrome, a condition where the binder in the magnetic tape deteriorates, allowing the magnetic particles to separate from their support medium. The film collection was surveyed for Vinegar Syndrome, a condition where certain film deteriorates and releases acetic acid which further accelerates the degradation and can infect other films in close proximity. Until a more suitable film storage facility can be acquired, the Unit is attempting to ameliorate the effects by inserting molecular sieves which absorb these degradation products. Staff will monitor the collection for both of these concerns on an ongoing basis. The Unit is also developing a methodology and data template for a broad survey of our textual records to gather concrete data relating to the housing and storage state of our records.

Unit staff carried out basic collection repairs, cleaning and minor conservation activities. A large number of oversize 'at risk' items were encapsulated and a major photograph collection was re-housed. Specialized conservation and reformatting is outsourced. A Disaster Response Workshop was organized for Saskatchewan Archives staff, and the Regina office disaster response plan continues to be updated on an on-going basis. Policies are being developed for the receipt and handling of government publications, as well as for preservation reference/policy manuals specific to each unit.

For 2009-2010, the Collections Management and Preservation Unit plans to continue monitoring the archival collection, responding to threats as required and developing policies and procedures to proactively address areas of concern. These areas of concern include: an inventory of identified mouldy records with a plan to address this issue; the cataloguing and rehousing of the artifact collection; the doubling of the number of temperature and humidity data loggers, and the completion of the textual records survey which will serve as a template for a microfilm records survey.

Records Processing Unit

The Records Processing Unit manages the arrangement, physical processing, and description of all acquisitions to the Saskatchewan Archives' permanent collection. This includes public records and private records in all media formats.

Records are examined in a number of ways. Staff members look at the material's arrangement during its active life, the custodial history over time, the scope and content of the acquisition, as well as the context of the creation, accumulation and use to the creators. The examination of the record concludes with various levels of description entered into Threshold, an archival management database, the creation of agency and authority descriptions of creators, and the production of finding aids for reference use. The Saskatchewan Archives' Descriptive Standards Officer operates within the Unit to oversee the development and maintenance of descriptive standards for the institution.

The Records Processing Unit also updates existing descriptions of holdings to meet current standards of description, and automates manual reference tools for ease of use. Currently, public access to the Threshold database is made available with assistance from the staff of the Reference and Outreach Unit. In time, researchers will be able to access database descriptions through Threshold's web component. Contributions are also made to the provincial Saskatchewan Archival Information Network catalogue.

The Unit also coordinates the preparation, scheduling and reporting related to the appraisal of records for monetary value in order to issue donor tax receipts. This includes appraisals by independent appraisers, the National Archival Appraisal Board, and the Canadian Cultural Property Export Review Board. A total of eight fonds were appraised for monetary value in 2008-2009, with a combined assessed value of $86,005.

The 2008-2009 fiscal year saw the examination of a new approach to arrangement and description processes for the Saskatchewan Archives. Archivists surveyed a number of institutions for current arrangement and description activities, reviewed the existing backlog, and examined possible solutions. As a result of this process, the 'More Product, Less Processing,' (MPLP) approach was adopted. This approach generates higher-level description and less item-by-item activity resulting in the release of more records for research use.

Work continued on several major records processing projects throughout the year. The Historical Photographs Index Project involves the automation of the Regina office photo card catalogue. The project began in July 2005 and to date close to two-thirds of the catalogue has been reviewed and entered into Threshold. Staff members also continued work on the Saskatchewan Homestead

R-A23042

Ruth M. Buck grew up on the First Nation Reserve of Onion Lake, and became a teacher and writer.

Her memoirs, and many other private memoirs, are held within the collection of the Saskatchewan Archives.

Records Post-1930 series. This project involves the physical housing of post-1930 homestead records, and the data entry of additional names to the Saskatchewan Homestead Index database. The initiative, which began in June 2006, will provide researchers with the ability to search provincial post-1930 homestead records by name, as well as by land location. Both of these large projects are expected to be completed in 2009-2010.

New guides made available for reference include: Dr. John Egnatoff fonds, W.M. Stewart fonds (accrual), David Johnson fonds (accrual), Archie Jamieson family fonds (accrual), Joseph Pettick fonds (accrual), Hugh D. Adams fonds, and the Highway Maintenance Field Book series.

Priorities for the coming year include the revision of the institution's Archival Description Manual in order to reflect Threshold applications and current descriptive standards. It is also expected that the web component of Threshold will be developed, with the eventual goal of having online researcher access to the database. The MPLP approach, which begins in April 2009, is expected to significantly reduce the backlog in unprocessed records through the use of higher level descriptions, making records available for use in a more timely manner.

Records Arranged and Described in 2008-2009

Textual Records	441 metres
Architectural Drawings	1 set
Photographs	2,390 items
Maps	85 sheets
Documentary art (paintings; sketches; drawings)	116
Videotapes	7
Audio Cassettes	10
Films	120
Electronic records	5 floppy disks; 2 CD-ROMs (one containing 647 photographs)

R-A12656

P.G. Laurie published the province's first newspaper, the Saskatchewan Herald, in 1878 at Battleford.

The Saskatchewan Archives has an extensive microfilm collection, including the first newspaper Laurie published on August 25, 1878.

Reference and Outreach Unit

The Reference and Outreach Unit provides a public face for the Saskatchewan Archives. Staff provide reference services to in-person and distance clients at both the Regina and Saskatoon offices. A few examples of typical archival users include genealogical researchers, university scholars, media, and architects or engineers seeking building and site information. The Unit also undertakes outreach initiatives designed to promote the Saskatchewan Archives and the services it offers.

Reference Services

The Saskatchewan Archives is mandated to not only preserve archival information, but also to make it available for use by researchers. The collection includes a wide variety of archival materials that require a range of professional archival staff expertise to make them available to researchers in a helpful, timely and responsible manner. Some of these skills include the proper handling and treatment of fragile materials, the determination of access and privacy issues in regards to restricted materials, the assessment of copyright issues, as well as a host of other public service attributes requiring the continuing application of judgment, tact, and knowledge.

In 2008-2009, there was a steady demand on the resources and services of the Reference and Outreach Unit in both locations. Staff assisted over 3,000 in-person researchers, and responded to more than 2,300 distance inquiries. Both offices hosted tours and gave presentations to elementary, high school and university classes, community and cultural groups, businesses and genealogy groups throughout the year.

The Reference and Outreach Unit is dedicated to providing the highest quality of service to research patrons. To that end, staff members are developing best practices for a number of procedures including retrieval and interfiling, inquiry management, and interoffice shipment/inter-library loans. The secondary goal in the creation and documentation of best practices is to develop an up-to-date, comprehensive training/reference manual for use by Reference and Outreach staff. Finalizing and evaluating these best practices and policies remains a major goal for the Unit going forward.

The Saskatchewan Archives Website (www.saskarchives.com)

Visits to the Saskatchewan Archives website continue to grow every year; in the last year, the number of sessions on the site increased by over 1,400 visits.

The most common countries of origin for visitors to the site were Canada (47.8% of visitors) and the United States (37.6% of visitors). Within North America, most visits were from Saskatchewan (26.5%), but there were also significant numbers of visitors from California (14.2%), Alberta (4.8%), Ontario (4.5%), and Indiana (3.4%).

Although the Google search engine was the most common source of referrals to the site (7.6%), a continuing interest in genealogy is reflected in other websites which referred visitors to the website, including: The Saskatchewan Genealogical Society, Collections Canada (Library and Archives Canada), Rootsweb, and the Saskatchewan Homestead Index.

Reference and Outreach staff collaborated with members of the Information Management Unit to review and update the Saskatchewan Executive and Legislative Directory (SELD). SELD, located on the Saskatchewan Archives' website, provides a listing of people involved with public affairs in Saskatchewan as members of the Executive Council or Legislative Assembly, as permanent heads of departments/ministries and as electoral candidates.

Outreach

In 2008-2009, a major goal of the Saskatchewan Archives and the Reference and Outreach Unit was to dedicate more energy and resources to outreach initiatives designed to promote Saskatchewan Archives Board and archives in general.

In coming years, the Unit hopes to develop a strategy for outreach initiatives that includes both short and long term goals. In the short term, the possibility of taking outreach activities into rural Saskatchewan is being explored. The potential development of a new website for the Saskatchewan Archives would open up a number of opportunities for new and varied outreach activities on a broad scale.

A few examples of the Unit's Outreach activities are presented below:

Promotion

In 2008-2009, the Reference and Outreach Unit developed a number of promotional tools intended to educate potential users about the resources of the institution. These tools include:

- A new brochure and matching promotional magnet, using the slogan: "One Province, Countless Stories: Saskatchewan Archives Board, Where Every Record Tells a Story;"
- A new display, highlighting the work of some of the programs of the Saskatchewan Archives under the slogan, "Saskatchewan Archives: Sharing Our Past, Enriching Our Future." In addition, we have developed two side-panel banners using historic photographs and the "One Province, Countless Stories" theme. The display is intended for use at events attended by archival staff, and will be taken "on the road" to continue to promote Saskatchewan Archives throughout the province. This new display was funded in part through a grant received through the Saskatchewan Council for Archives and Archivists, thanks to funding from Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and SaskCulture Inc.

Exhibitions and Displays

Saskatchewan Archives staff set up exhibitions and displays at the following events during 2008-2009:

- Saskatchewan Genealogical Society Annual Seminar, Prince Albert, April 18-19, 2008;
- Regina Buffalo Days Exhibition, for which staff prepared an interpretative display celebrating the 125th anniversary of the Regina exhibition;
- 2008 Journée patrimoine /Heritage Days, hosted by the Société historique de la Saskatchewan, for which a bilingual display was set up and staff were in attendance in Gravelbourg, September 26, 2008;
- Canadian Western Agribition, November 24-29, 2008: For the first time, the Saskatchewan Archives participated at Agribition in Regina. Staff from the Reference and Outreach Unit attended an exhibit booth for the full week. To cut costs, a booth was leased in partnership with the Saskatchewan Genealogical Society. Tens of thousands of visitors viewed the exhibit, and over 350 people had archival reference inquiries answered by Saskatchewan Archives staff.

Archives Week, February 2-8, 2009

From February 2 through 8, 2009, archival institutions throughout Saskatchewan celebrated Archives Week. In partnership with other members of the Saskatchewan Council for Archives and Archivists, the Saskatchewan Archives was actively involved in coordinating a number of events intended to promote awareness and use of the resources available in archives.

At similar events held at the main branch of the public libraries in both Saskatoon and Regina on February 3, 2009, celebrity readers read from original archival documents found in the collections of various provincial archival repositories. The presenters who helped celebrate archives in this manner included: Nettie Wiebe, John Cross, Ruth Horlick, David Carpenter, Ken Mitchell, Jacqui Shumiatcher, Jeff "Redbeard" Corbett, Dr. Vianne Timmons, Angel Blair, and Will Chabun. In addition, Annette Campagne and Pamela Haig Bartley gave musical performances of Saskatchewan-related works.

Celebrity Readings
from Archives in Saskatchewan
Tuesday, February 3rd, 2009, 7:30pm
Frances Morrison Library Theatre

On February 5, "A Night at the Roxy" in Saskatoon offered an evening of education and entertainment featuring short films from archives in Saskatchewan, with commentary by historian Bill Waiser. One day later, on February 6, Regina hosted "A Night in Paradise," in partnership with Paradise Cinemas, which also featured archival films and was hosted by historian Jim Pitsula.

To wrap up the week, on Sunday, February 9, various archives in Saskatoon came together to host the Archives Pavilion at the Saskatoon Heritage Festival. Around 2,600 people enjoyed the Festival, many of whom visited the Pavilion which boasted "one stop shopping" for all archives related questions.

Saskatchewan History

Led by a dedicated Advisory Board and Editor, this well-respected journal continued to generate a careful blend of original scholarly and popular articles, heritage news, and book reviews relating to the history of the province.

Some of the notable articles published during the past year included:

- "The Press of the Plebiscite: Canadian Prairie Newspapers and the Conscription Debate of 1942," by Craig Greenham (Spring 2008);
- "Print, Profit and Pedagogy: The Schools Aids and Textbook Publishing Company," by MaryLynn Gagne (Spring 2008);
- "Saskatchewan (1954): Alias Alberta," by Ron Smith (Spring 2008);
- "The Regina Little Theatre Beginnings to 1933: People, Productions, Influence and Longevity," by Ian McWilliams (Fall 2008);
- " 'Their Knowledge is deplorable . . .' Tuberculosis and the Nursing Profession in Saskatchewan, 1920s-1940s," by Sandra Bassendowski (Fall 2008);
- "A Review of the Motherwell Homestead National Historic Site in Abernethy, Saskatchewan," by Bruce Dawson (Fall 2008).

Also, for the first time in its history, the journal began to accept and publish advertisements in the back pages of the publication, according to guidelines developed and approved by the Saskatchewan History Advisory Board. A small amount of revenue was generated through these advertisements in 2008-2009.

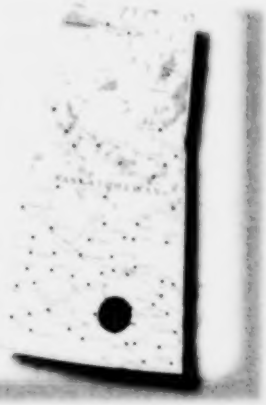
To produce a quality publication requires considerable dedication and effort. The following members of the Saskatchewan History Advisory Board oversee the journal's direction and operation:

- George Hoffman, Sessional Lecturer, Department of History, University of Regina (Chair)
- Prof. William Brennan, Department of History, University of Regina
- Prof. Keith Carlson, Department of History, University of Saskatchewan
- Prof. Brenda Macdougall, Department of Native Studies, University of Saskatchewan
- Pat Wagner, representing Saskatchewan History and Folklore Society
- Ray Robertson, Regina
- Jason Zorbas, Editor
- Christal Lintott, Business Manager
- Nadine Charabin, Administrative Officer

R-A21727

In 1922, Regina's CKCK became the first radio station in the province.

Our holdings contain more than 20,000 recorded sound documents, including oral histories, interviews and Saskatchewan inspired music and songs.



Legislative Compliance and Access Unit

The mandate of the Saskatchewan Archives as stated in *The Archives Act, 2004*, section 4(a), is 'to acquire and preserve public records and private records of significance to Saskatchewan and to facilitate access to those records.' However, as a government organization, the Saskatchewan Archives is also bound by *The Freedom of Information and Protection of Privacy Act (FOIPP)*, *The Health Information Protection Act (HIPA)*, and other relevant legislation pertaining to access and privacy. The Saskatchewan Archives must balance the public's right to access against an individual's right to privacy.

The Legislative Compliance and Access Unit is responsible for institution-wide compliance with all applicable access and privacy legislation in relation to the Saskatchewan Archives permanent collection. The Unit reviews and processes researchers requests to access restricted material, develops internal policy relating to access and privacy and offers advice to other units within the Saskatchewan Archives.

Researchers apply to access restricted records through the Reference and Outreach Unit. The researcher completes an Access Request form, which asks their name, the records they wish to review, and the nature of their research. Unit staff retrieves the records in question, and review them for privacy concerns. If personal information, or personal health information, as defined in *FOIPP and HIPA*, are identified, the records are either de-identified, or severed, depending on the occurrence throughout the material.

The Unit processed 50 access requests in 2008-2009; nearly double that of the previous year. Many of these requests involved the review and de-identification of a large volume of records. This increase in workload prompted the Unit to develop a standard non-disclosure agreement. The agreement, mostly confined to use by academic researchers, allows access to the restricted records, while prohibiting the researcher from releasing personal information. This has allowed researchers to gain access to certain types of records that may have previously remained closed. The agreements, which are widely used in other jurisdictions, have been a very effective tool for granting access.

Unit staff continue to work on the review of restricted finding aids. A renewed emphasis on developing policies, procedures and best practices will increase efficiency and promote accountability within the Saskatchewan Archives.

R-A11180-2

These students are hard at work in a typical 1950's classroom in Aberdeen.

School records, such as registers, can be a valuable source of genealogical information. Please visit the Saskatchewan Archives for more information.

Digital Records Program

While the management of government information has always been a concern for the Saskatchewan Archives, the growth of digital records has introduced a host of issues which make their control a necessity. The very nature of digital records, their ease of creation, duplication and manipulation, combined with their fragility (in comparison with physical media) places them at considerable risk.

The Digital Records Program is the newest operational unit within the Saskatchewan Archives. The program evolved from the Digital Archives Initiative and is dedicated to the effective appraisal, acquisition, management, preservation and dissemination of archival digital objects. Currently, it is a growing work unit, still building capacity and gathering the resources needed to become fully functional.

Rather than being a technical problem, the preservation of digital objects is an archival problem with technical aspects. Accordingly, the solution to the effective management and preservation of digital records will be time-tested archival principles, aided by new techniques, supported by specific standards and best practices, all in concert with specialized technological tools. Much of the work revolved around determining where things are now, and where they need to go in the future. An intra-government digital object survey was conducted in order to ascertain the content and scope of digital records currently being created and held by government organizations. A subject matter expert was contracted to carry out a detailed jurisdictional scan of similar archival repositories to see how they are dealing with the challenge of digital records preservation.

Internally, every unit of the Saskatchewan Archives went through a process mapping study of current work practices. That information can be used to create scenarios for a future environment where the organization can fully support archival digital records. Work also began on the development of a Saskatchewan Archives metadata standard, and an overarching policy on the preservation of digital records.

A decision was also made to acquire a mid-sized intermediary storage server to test and observe transfer protocols, audition various open source software, and to test ingestion, normalization and stabilization scenarios. This decision prompted the shift from the Digital Archives Initiative into a full fledged program.

R-A27621

This still is from Dick Bird's 1932 film, "This Generation: A Prairie Romance." It was filmed near Abernathy.

There are more than 24,000 film and video tape items within our collection.

Corporate Services

The Corporate Services Unit is responsible for the Financial, Human Resource, Information Technology and other administration functions of the Saskatchewan Archives.

The staff of Corporate Services regularly review existing administrative functions and update procedures to meet changing organizational needs. This past year the Unit improved the workflow for payment of invoices, established bi-annual general staff meetings, developed regular staff communication and implemented a new system for the reporting of Provincial Sales Tax. In the area of human resources, the Unit developed a structured process for the posting of new jobs and setup an electronic folder for managers that included scanned job descriptions, competency information, all job postings, sample interview questions and tests, and detailed training reports.

Corporate Services staff will continue working on the review of administrative functions with a focus on asset management, consolidation of administrative files to a central location, establishment of structured procedure reviews and the further development of efficient procedures.

Information Technology

Information Technology is responsible for the management of all hardware and software for the Saskatchewan Archives. This includes maintaining systems and equipment, upgrading to appropriate standards and handling inventory control and disposition of material.

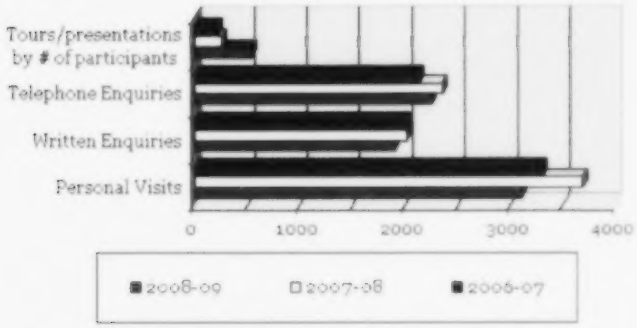
The 2008-2009 fiscal year saw the Information Technology area significantly increase storage backup capacity, along with archival storage capacity. Ten terabytes of storage capacity was acquired, enabling the Saskatchewan Archives to begin acquiring digital borne records. The inclusion of a tape library ensures that the digital record is secured against loss.

The Information Technology staff worked closely with the Digital Archives Initiative staff, and helped with the transition to the Digital Records Program. The underlying goal is to achieve a sustainable digital archive. Currently, there are about two terabytes of record awaiting placement within the digital archive.

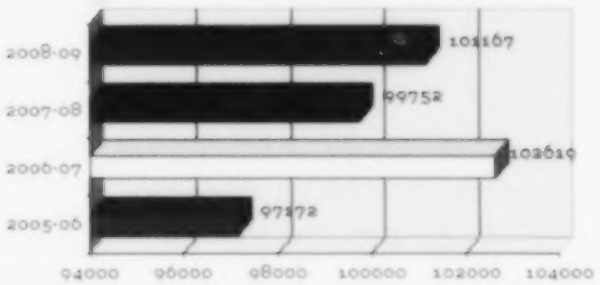
In the coming year, the Information Technology staff will continue to work closely with the Digital Records Program Manager to upgrade and maintain storage and infrastructure in order to meet the ongoing demands of the organization's Digital Archives Repository. Within the next fiscal year, the Information Technology staff will also be working to amalgamate three networks into one, reducing telecommunication costs while increasing the service to users. An intranet site will also be completed during the next year to further enhance communication between all staff.

Statistics

Patron Use of Reference Services for Regina and Saskatoon



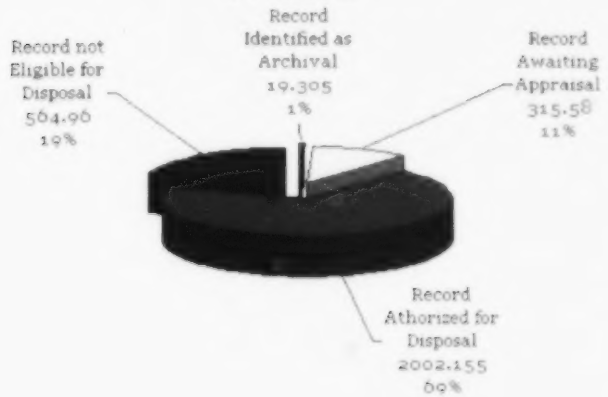
Visits to the Saskatchewan Archives Website www.saskarchives.com



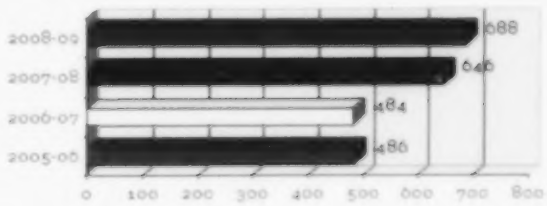
Saskatchewan History Sales and Circulation

Services to Government

Disposal Requests (in metres) from Saskatchewan Government Ministries, Crown Corporations, Agencies, Boards and Commissions


Record not Eligible for Disposal 564.90 19%
Record Identified as Archival 19.305 1%
Record Awaiting Appraisal 315.58 11%
Record Athorized for Disposal 2002.155 69%

Number of Disposal Requests from Government Ministries, Crown Corporations, Agencies, Boards and Commissions



Report of Management

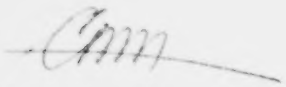
The accompanying financial statements are the responsibility of management and have been approved in principle by the Saskatchewan Archives' Board of Directors. The financial statements have been prepared in accordance with Canadian generally accepted accounting principles.

Management maintains an appropriate system of internal control, including policies and procedures, which provide reasonable assurances that the Saskatchewan Archives' assets are safeguarded and that financial records are relevant and reliable.

The Board of Directors carries out its responsibility for the financial statements and for overseeing management's financial reporting responsibilities by meeting with management to discuss and review financial matters. The Provincial Auditor has full and open access to the Board of Directors.

The Provincial Auditor conducts an independent audit of the financial statements. Their examination is conducted in accordance with Canadian generally accepted auditing standards and includes tests and other procedures which allow them to report on the fairness of the financial statements. The Auditor's Report outlines the scope of their audit and their opinion.

On behalf of management



Christal Lintott
Manager, Human Resources & Administration
(Responsible for financial administration)

Saskatchewan Archives Board
Financial Statements
For the Year Ended March 31, 2009

Provincial Auditor Saskatchewan

1500 Chateau Tower
1920 Broad Street
Regina, Saskatchewan
S4P 3V2

Phone: (306) 787-6398
Fax: (306) 787-6383
Web site: www.auditor.sk.ca
Internet E-mail: info@auditor.sk.ca

SASKATCHEWAN

AUDITOR'S REPORT

To the Members of the Legislative Assembly of Saskatchewan

I have audited the statement of financial position of the Saskatchewan Archives Board as at March 31, 2009 and the statements of operations, change in net financial assets, and cash flow for the year then ended. The Board's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Saskatchewan Archives Board as at March 31, 2009 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Regina, Saskatchewan
July 29, 2009

Fred Wendel, CMA, CA
Provincial Auditor

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF FINANCIAL POSITION
As at March 31

	2009	2008
Financial assets:		
Due from University of Saskatchewan (note 3)	$ 538,125	$ 596,503
Due from General Revenue Fund (note 4)	189,565	156,487
Investments (note 2 and 5)	61,719	76,128
Accounts receivable	2,016	3,392
	791,425	832,510
Liabilities:		
Accounts payable and accrued liabilities	209,365	176,072
Accrued vacation pay	33,164	47,468
Accrued salaries and benefits	279,521	163,664
	522,050	387,204
Net financial assets (Statement 3)	269,375	445,306
Non-financial assets		
Tangible capital assets (note 6)	387,794	315,822
Prepaid expenses	28,454	6,226
	416,248	322,048
Accumulated Surplus (Statement 2)	$ 685,623	$ 767,354

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF OPERATIONS
For the year Ended March 31

	Budget 2009 (Note 10)	Actual 2009	Actual 2008
Revenue:			
Grants - General Revenue Fund	$ 3,988,000	$ 3,988,000	$ 3,372,000
Other contributions	-	2,000	50,710
	3,988,000	3,990,000	3,422,710
Photocopy sales	60,000	42,445	45,030
Magazine sales	9,000	7,218	8,147
Investment income(loss)	3,150	(11,481)	(3,263)
Miscellaneous	300	803	30,485
	4,060,450	4,028,985	3,503,109
Expenses:			
Salaries and benefits	2,954,096	2,941,000	2,473,727
Administrative services	1,152,367	990,215	919,613
Printing and postage	34,600	32,717	25,010
Amortization of tangible capital assets	-	102,254	89,420
Materials and supplies	41,100	44,530	31,688
	4,182,163	4,110,716	3,539,458
Deficit for the year	(121,713)	(81,731)	(36,349)
Accumulated surplus - beginning of year		767,354	803,703
Accumulated surplus, end of year - to Statement 1		$ 685,623	$ 767,354

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the Year Ended March 31

	2009	2008
Deficit for the year	$ (81,731)	$ (36,349)
Acquisition of tangible capital assets	(174,248)	(121,256)
Amortization of tangible capital assets	102,254	89,420
Write off of tangible capital assets	22	231
	(71,972)	(31,605)
Changes in prepaid expense	(22,228)	8,680
Decrease in net financial assets	(175,931)	(59,274)
Net financial assets, beginning of year	445,306	504,580
Net financial assets, end of year	$ 269,375	$ 445,306

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF CASH FLOW
For the Year Ended March 31

	2009	2008
Operating transactions		
Deficit for the year	$ (81,731)	$ (36,349)
Items not affecting cash:		
Amortization of tangible capital assets	102,254	89,420
Loss on disposal of tangible capital assets	22	231
Unrealized loss on investments	11,481	3,263
Change in non-cash balances relating to operations:		
Accounts receivable	1,376	(2,432)
Grant receivable - General Revenue Fund	-	200,000
Prepaid expenses	(22,228)	8,680
Accounts payable and accrued liabilities	33,293	32,443
Accrued vacation pay	(14,304)	(9,282)
Accrued salary and benefits	115,857	17,739
Deferred revenue	-	(50,000)
Cash provided by operating transactions	146,020	253,713
Capital transactions		
Acquisition of tangible capital assets	(174,248)	(121,256)
Cash used in capital transactions	(174,248)	(121,256)
Investing transactions		
Proceeds from disposal of investments	2,928	-
Cash provided by investing transactions	2,928	-
Net (decrease) increase in cash	(25,300)	132,457
Cash, beginning of year	752,990	620,533
Cash, end of year	$ 727,690	$ 752,990
Cash includes the following:		
Due from the University of Saskatchewan	$ 538,125	$ 596,503
Due from General Revenue Fund	189,565	156,487
	$ 727,690	$ 752,990

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2009

1. Authority

The Saskatchewan Archives Board (Board) was established under the authority of *The Archives Act, 2004* for the purpose of acquiring and preserving historical documents relating to the history of Saskatchewan and providing these documents to the public for research purposes.

2. Accounting Policies

The financial statements are prepared in accordance with Canadian generally accepted accounting principles as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. The following accounting policies are significant.

a) Tangible Capital Assets

Purchased tangible capital assets are recorded at cost. Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Computer hardware	3 years
Computer software	3 years
Equipment	5-10 years
Furniture	5-20 years

The Board has placed a nil value on the permanent collection of archival materials for financial statement purposes.

The cost of materials used to preserve the archival collection is expensed.

b) Investments

Investments are comprised of units in a pooled fund held by the University of Saskatchewan. Units in the pooled fund are valued at market and any increase/decrease in the value of the fund is accounted for in the statement of operations as investment income or loss.

c) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

3. Due from University of Saskatchewan

The University administers cash on behalf of the Board. The Board does not receive interest on its cash on deposit with the University and it is not charged for interest on an overdraft.

4. Due from General Revenue Fund

The Board's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan. During the year, the General Revenue Fund did not pay interest on the Board's bank account.

5. Evelyn Eager Estate

In July 1992, the Board received a bequest of $40,000. It received an additional $7,371 in September 1994. The Board has restricted $47,371 indefinitely with the income earned on the related investment applied to the costs of publishing the Saskatchewan History magazine.

6. Tangible Capital Assets

	2009			2008
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Office Furniture and Equipment	$573,696	$397,126	$176,570	$147,852
Computer Hardware and Software	811,434	600,210	211,224	167,970
	$1,385,130	$997,336	$387,794	$315,822

7. Related Party Transactions

These financial statements include transactions with related parties. The Board is related to all Saskatchewan Crown agencies such as ministries, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the Board is related to non-Crown enterprises that the Government jointly controls or significantly influences.

Certain administrative services are provided at no charge to the Board by the University of Regina. The Board is charged a fee for administrative services by the University of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. Included in expenses is related party transactions of $1,205,889 (2008 - $1,065,113) of which $179,309 (2008 - $205,210) was payable at March 31, 2009.

In addition, the Board pays Provincial Sales Tax to the Saskatchewan Ministry of Finance on all its taxable purchases and customer sales on items that are deemed taxable. Taxes paid are recorded as part of the cost of those purchases.

Other transactions with related parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

8. Pension Plan

Substantially all of the Board's employees participate in the Public Employees Pension Plan (a related party) which is a defined contribution plan. The Board's financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense for the year of $155,711 (2008 - $146,100).

9. Financial Instruments

The Board's financial instruments include due from University of Saskatchewan, due from General Revenue Fund, investments, receivables, accounts payable, accrued liabilities, and accrued salaries and benefits. The carrying amount of these instruments approximate fair value due to their immediate or short-term maturity. These instruments do not have significant interest rate or credit risk.

10. Budget

These amounts are included in the annual budget approved by the Saskatchewan Archives Board.

For More Information

Visit our website at www.saskarchives.com

For specific inquiries concerning this report please contact:

Christal Lintott
Manager, Human Resources and Administration
306-787-8686
clintott@archives.gov.sk.ca

ADDITIONAL SUPPLEMENTARY INFORMATION FISCAL YEAR 2008/2009

2008/2009
Supplier Payments

Listed are payees who received $50,000 or more for the provision of goods and services, including office supplies, advertising, contracts, and equipment.

Ministry of Finance	$	348,647
Saskatchewan Telecommunications	$	69,008
Ministry of Government Services	$	758,634
CCSI Technology Solutions Co	$	122,933
Payees under $50,000	$	410,098

2008/2009
Personal Services

Listed are individuals who received payments for salaries, wages and honorariums, etc. which total $50,000 or more.

Campbell, C.	$	59,322
Charabin, N.	$	71,797
Cottrell, A.	$	69,074
Dahl, K.	$	51,391
Davies, D.	$	59,322
Gillis, T.	$	68,728
Herperger, D.	$	228,785
Holmes, C.	$	50,745
Korvemaker, F.	$	64,842
Lintott, C.	$	95,104
McIntyre, L.	$	71,797
Novak, T.	$	53,941
Rein, P.	$	53,941
Saunders, I.	$	79,154
Schwartz, C.	$	58,509
Soltys, T.	$	53,941
Sterling, K.	$	50,114
Stoffel, S.	$	50,349
Stoszek, A.	$	53,430
Toth, L.	$	97,072
Weber, W.	$	70,449
Employees under $50,000	$	901,569